

**SCHEDULE FOR  
THE RETENTION AND DISPOSAL  
OF  
PUBLIC SCHOOL RECORDS**

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**STATE OF MICHIGAN  
DEPARTMENT OF EDUCATION**

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### **C O N T E N T S**

	<b><u>PAGE</u></b>
INTRODUCTION .....	1
ACKNOWLEDGMENTS .....	2
CHAPTER I - BUSINESS OFFICE RECORD	
A. ACCOUNTING & PURCHASING .....	3
B. PAYROLL .....	4
C. PERSONNEL .....	5
D. LEGAL DOCUMENTS .....	6
E. ELECTION DATA .....	7
F. MUNICIPAL FINANCE AND BONDING DATA .....	7
G. BUDGET DATA .....	8
H. STUDENT ACTIVITIES, ATHLETICS, BOOKSTORE, TRANSPORTATION AND SCHOOL LUNCH .....	8
I. FINANCIAL REPORTING .....	10
J. STATE CATEGORICAL GRANTS AND FEDERAL GRANTS .....	10
K. CORRESPONDENCE .....	11
CHAPTER II - STUDENT EDUCATION RECORDS .....	12
CHAPTER III - PUPIL ACCOUNTING RECORDS .....	18
CHAPTER IV - MISCELLANEOUS INFORMATION & REFERENCES	
A. DISPOSAL OF ANY RECORD NOT LISTED WITHIN THIS SCHEDULE .....	21
B. RECORD RETENTION STATUTES (REFERENCES) .....	21
C. MICROFILMING (REFERENCES) .....	21

## INTRODUCTION

The *Schedule of Retention and Disposal of Public School Records* provides for the disposition of most records created or maintained by Local and Intermediate School Districts. The public officials concerned may destroy these records upon expiration of the retention period. This Schedule authorizes, but does not require, public officials to dispose of records after the expiration of the assigned retention period. Local situations may require retention beyond the periods listed, and nothing prevents a district from retaining records longer than the period scheduled.

This document deals with the question of how long information must be retained and available. There is no intent to discuss the question of what form the document must be maintained, i.e., paper copy, microfilm, electronic, etc.

Any business office records which are not required by any statute or agency regulation but are created for *internal use only* may be destroyed at the option of the local district without any notice to the Department of Education or the Michigan Historical Center. If there is a question related to specific documents, contact the Michigan Historical Center, Department of State, 717 W. Allegan, Lansing, MI 48918.

The retention period starts at the end of the current school year or report filing date unless otherwise indicated.

Any record not contained on this list or not having a statutory retention period, may not be disposed of without submitting a list or schedule as required by Public Act 68 (1959) being Section 399.5 of the *Michigan Compiled Laws* (1970) and Public Act 147 (1964) being Section 750.491 of *Michigan Compiled Laws* (1970) to the Michigan Historical Center.

C. David Ogg  
Chairman

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**CHAPTER I**  
**BUSINESS OFFICE RECORDS**

DESCRIPTION	RETENTION PERIOD LEA/ISD
<b>A. ACCOUNTING AND PURCHASING</b>	
(1) (ALL FUNDS) purchasing records	
(a) requisitions, bids, P.O.s, invoices, receiving records	Audit + 4 yrs
(b) bank statements, reconciliations	Audit + 3 yrs
(c) canceled checks	Audit + 6 yrs
(2) (ALL FUNDS) general ledger documents	
(a) revenue & expense journals and general ledger	Audit + 4 yrs
(b) Chart of Accounts	Audit + 6 yrs
(c) Check registers	Audit + 1 yr
(d) Expense & Revenue Summaries	Audit + 4 yrs
(e) Supply Inventories	Audit + 1 yr
(f) Journal entries	Audit + 1 yr
(g) Independent Audit Report	Perm
(3) (ALL FUNDS) bank deposit slips, delivery slips, cash books, etc.	Audit
(4) (ALL FUNDS) investment records	
(a) Yearly log of investments	Audit
(b) Letters of transmittal, electronic TSF confirming	Expiration + Audit
(5) (ALL FUNDS) fixed asset records	
(a) inventory of Fixed Assets	Current until revised
(b) appraisal records - contents inventory	Current until revised
(6) Tax collection (Collecting Agency)	
(a) warrant reconciliation w/county	Perm
(b) transfers to LEAs, interest record, all tax rolls (ad valorem, IFT, CFT, TIFA)	Audit + 1 yr
(c) Delinquent personal property rolls	Perm
(d) Personal property files	Until out of business
(e) Jeopardy tax assessment	2 yrs after collection
(f) Bankruptcy	2 yrs after write off
(g) Tax bill notice - undeliverable	2 yrs
(h) Board of Review	Audit + 1 yr -See Sec I-4-b, P10
(i) Receipts	Audit + 4 yrs
(j) Check registers	Audit + 1 yr

## BUSINESS OFFICE RECORDS

DESCRIPTION	RETENTION PERIOD LEA/ISD
<b>B. PAYROLL</b>	
(1) Amounts and dates of all wage, annuity, and retirement payments, fair market value of in-kind wages paid, names, addresses, social security numbers and occupations of employees, any employee copies of Form W-2 that were returned to you as undeliverable, dates of employment, periods for which employees were paid while absent due to sickness or injury, and the amount and weekly rate of payments you or third-party made to them, income tax withholding forms W-4, W-4p, W-4s, dates and amounts of tax deposits made, copies of returns filed, records of fringe benefits provided including substantiation, Miscellaneous Income 1099.	4 yrs
(a) Canceled checks	Audit + 6 yrs
(b) Voluntary deduction authorization	Audit + 4 yrs
(2) Retirement data	
(a) Annual earnings records	50 yrs
(b) Correspondence with retirement office, individual correspondence, general records, refund applications, verification of wages, reports	Audit + 6 yrs
(c) Quarterly Reports	Audit + 6 yrs or Ret. Brd. Audit + 1 yr
(3) Social Security Quarterly Reports	4 yrs
(4) Payroll calculations	
(a) Calculation of checks, salary schedule	Audit + 4 yrs
(b) Payroll register	50 yrs

## BUSINESS OFFICE RECORDS

DESCRIPTION			RETENTION PERIOD LEA/ISD
<b>C.</b>	<b>PERSONNEL</b>		
(1)	a.	All application forms (employed), employment contract, personnel file (all contents to include but not limited to Certification of Age, test papers of employer administered aptitude or other employment tests, result of physical examinations, 19 - Employment Eligibility Verification form and Criminal Records Test)	Term + 3 yrs
	b.	Advertisement for hiring personnel and records concerning any personnel decision	1 yr
	c.	Gender/ethnic makeup of staff by building (full time, part time, new hires)	3 yrs
(2)		Workers' compensation data	
	(a)	Accident report	7 yrs or Settlement plus 4 yrs
	(b)	Correspondence	7 yrs or Settlement plus 4 yrs
(3)		Employment applications - no hires	1 year unless renewed in writing
(4)		Medical/Benefit Records	
	(a)	Employee Benefit Plan Description	Term of the plan + 1 yr (but not less than 3 yrs)
	(b)	ERISA Plan Description	6 yrs from filing date
	(c)	Medical Records, Employee Exposure Medical Records and Workers Allegations, Asbestos Monitoring/Employee Exposure Measurements	Term + 30 yrs
	(d)	Claims for accommodation under the Americans with Disabilities Act or the MI Handicappers' Civil Rights Act	Term + 3 yrs
(5)		Unemployment Compensation	6 yrs after the calendar year paid

## BUSINESS OFFICE RECORDS

DESCRIPTION		RETENTION PERIOD LEA/ISD
<b>D.</b>	<b>LEGAL DOCUMENTS</b>	
(1)	Board Minutes	Perm
(2)	Deeds	
	(a) Owned	Perm
	(b) Divested	Perm
(3)	Reorganization and/or annexation of district	Perm
(4)	School board policy book (until amended or suspended)	Perm
(5)	Amended or suspended policies	LEA discretion
(6)	Insurance policies	25 years
(7)	Warranties and performance bonds	The later of term or expiration of all warranties and/or guarantees plus 6 years
(8)	Liability insurance policies	Perm
(9)	Contracts (except personnel, see Group III)	The later of term or expiration of all warranties and/or guarantees plus 6 years
(10)	ISD special education agreement	Term + 6 yrs
(11)	Land contracts and purchase agreements	Term + 6 years Deed is permanent record. (See Legal Documents Section D-2)
(12)	Construction records, contract documents, inspection records	6 years after completion
(13)	Plans for construction	Permanent/Indefinite



## BUSINESS OFFICE RECORDS

DESCRIPTION	RETENTION PERIOD LEA/ISD
<b>E. ELECTION DATA</b>  (1) Election proceedings issued by the Secretary of State  (2) Copy of election results including board of Canvassers Certification  (3) Ballots, ballot labels from voting machines and ballot pages from punch card devices  (4) Statement of vote books, tally books, poll books, all absentee related materials, absentee voter envelopes (including both empty and those not opened), control sheet used to identify requests received when ballots were sent out and returned. Requests for absentee voter ballots including post cards, letters, printed forms, and applications.  (5) Notice of last day of registration  (6) Publication of notice of election	Current only  50 yrs  Destroy 30 days following final board of canvassers determination including recount. See 168.811 of MCL.  2 yrs See 168.811 of MCL  2 yrs  2 yrs
<b>F. MUNICIPAL FINANCE AND BONDING DATA</b>  (1) All related bond issue records (a) Transcript of bond proceeding (b) Other bond issue records  (2) Borrowing records - not submitted to M. F. C. for approval  (3) Bonds and coupons  Affidavit Confirming Final Payment  (4) Tax anticipation notes  Affidavit confirming payment	Perm  Term + 6 years  Term + 6 years  May be cremated/disintegrated at term  Permanent Record  May be cremated/disintegrated at term  Term + 6 years

## BUSINESS OFFICE RECORDS

DESCRIPTION	RETENTION PERIOD LEA/ISD
(5) State aid notes  Affidavit confirming payment	May be cremated/disintegrated at term  Term + 6 years
(6) Certificate of cremation	Term + 6 years
<b>G. BUDGET DATA</b>	
(1) Tax allocation board forms, tax levy forms	Perm or destroy separate file if contained in board minutes
(2) Budget manual, worksheets	1 yr
(3) Board approved budgets	Perm or board minutes
(4) Foundation Allowance Certification	Audit + 4 yrs
<b>H. STUDENT ACTIVITIES, ATHLETICS, BOOKSTORE, TRANSPORTATION AND SCHOOL LUNCH</b>	
(1) Student activities	
(a) Dues paid record, receipts, fund requisitions, fund transfers, etc.	Audit + 4 years
(b) Ticket reports	After audit
(c) Minute books - all groups	Perm or contact State Archives after 20 yrs
(d) Canceled checks	Audit + 6 years
(2) Athletics	
(a) Game contracts with schools and officials	1 yr
(b) Pupil transfers	1 yr
(c) Eligibility lists	1 yr
(d) Member school injury sheet, score books, player roster	1 yr
(e) Athletic Claims	The later of 4 years after accident or 2 years after the student reaches the age of 18

## BUSINESS OFFICE RECORDS

DESCRIPTION		RETENTION PERIOD LEA/ISD
(f)	Athletic Accident Reports	The later of 4 years after accident or 2 years after the student reaches the age of 18
(3)	Book Store	
(a)	Cash register tape, inventory record	After audit
(4)	Transportation	
(a)	accident reports	The later of 4 years after accident or 2 years after the student reaches the age of 18.
(b)	bus driver education certificate	2 yrs
(c)	driver physical exam report	1 yr
(d)	driver personnel roster, reports to the state of drivers by social security number, name, date of birth, and employment status State Form 4515(A)	3 yrs
(5)	School Lunch	
(a)	Free and Reduced Applications, certification agreements,	Audit + 5 yrs
(b)	Reimbursement claims	Audit + 5 yrs
(c)	Inventory reports, cash register tapes, etc.	Audit + 1 yr
(d)	Parental comments	1 yr
(e)	Audits	Permanent

## BUSINESS OFFICE RECORDS

DESCRIPTION	RETENTION PERIOD LEA/ISD
<b>I. FINANCIAL REPORTING</b>  (1) Annual Financial Report DS-4169 (Form B)  (2) Audits of local school districts (Annual audited general purpose financial statements and annual audited report on Federal financial assistance)  (3) Tax rate certification, levy  (4) School District valuation records (a) Township S.E.V., City S.E.V., Sec. 961 of Act 451 of 1976, Intermediate Sch. Dist. S.E.V. (b) Tax appeals, state board (c) Property transfers (d) Reorganization of district (e) Delinquent taxes and sales 1. Abstract 2. Breakdown and summary  (f) Valuation of school district (S.E.V.)  (5) Property transfers and district reorganization	5 yrs  Perm (LEA & ISD). The copy filed with the ISD should be retained by the ISD for 5 years.  Permanent  Permanent Permanent Permanent Permanent Permanent Permanent Permanent
<b>J. STATE CATEGORICAL GRANTS AND FEDERAL GRANTS</b>  (Direct & State Administered)  (1) Categorical State and Federal Aid Reports, including but not limited to: (a) Annually renewed grants and contracts (includes All related documents and correspondence)  (b) Indirect cost rate proposals and supporting records  (c) Records which form the basis for claim for financial assistance	State Final Report + 5 yrs  Audit + 5 yrs  Audit + 5 yrs

## BUSINESS OFFICE RECORDS

DESCRIPTION		RETENTION PERIOD LEA/ISD
(2)	Audit questions (exceptions) all related documents	Until resolved
(3)	Medicaid Funding	7 yrs
(4)	Transportation	
(a)	SM 4094 - Transportation financial report	3 yrs
(b)	SM 4107 - School bus inventory and vehicle record sheets	3 yrs
(c)	SM 4159 - Transportation certification	3 yrs
(d)	SM 4515(A) - Bus personnel roster, reports to the state of drivers by social security number, driver license number, name, date of birth, and employment status	3 yrs
(e)	State audit of buses, certification of schedules and summaries, bus inspection report, special trip log of miles and summary	3 yrs
(f)	Accident reports	7 yrs
(g)	Bus driver education certificates	2 yrs
	Certificate of course completion card	2 yrs
	Certificate of continuing education card	2 yrs
(h)	Driver physical exam report	1 yr
<b>K. CORRESPONDENCE</b>		
(1)	Routine and obsolete correspondence	Local Option
(2)	Legal or significant policy issues	Period required by subject matter of correspondence

## **CHAPTER II**

### **STUDENT EDUCATION RECORDS**

#### **INTRODUCTION**

The following federal legislation contains requirements that may affect the retention periods of student educational records.

1. - *The Family Educational Rights and Privacy Act of 1974.*

2. - *Individuals With Disabilities Education Act.*

These rules and regulations take precedence over the retention periods as stated in this chapter.

The following sections of the regulations promulgated from the Family Educational Rights and Privacy Act (34 CFR Part 99) and the Individuals With Disabilities Act (34 CFR Part 300) are provided to assist the educational record custodian in the maintenance of student educational records. "Record" as defined in Section 99.3 of the Family Educational Rights & Privacy Act Regulations means any information or data recorded in any medium, including but not limited to: handwriting, print, tapes, film, microfilm and microfiche. Educational records means records which: (1) are directly related to the student, and are maintained by an agency or institution or (2) by a party acting for the party or institution.

Section 99.20 of regulations promulgated from the *FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974*

#### **REQUEST TO AMEND RECORDS**

- (a) The parent of a student or an eligible student who believes that information contained in the education records of the student is inaccurate or misleading or violates the privacy or other rights of the student may request that the educational agency or institution which maintains the records amend them.
- (b) The educational agency or institution shall decide whether to amend the education records of the student in accordance with the request within a reasonable period of time of receipt of the request.
- (c) If the educational agency or institution decides to refuse to amend the education records of the student in accordance with the request it shall so inform the parent of the student or the eligible student of the refusal, and advise the parent or the eligible student of the right to a hearing under S99.21.

Section 300.573 of the regulations promulgated from the *EDUCATION OF INDIVIDUALS WITH DISABILITIES EDUCATION ACT (34 CFR PART 300)*

#### **DESTRUCTION OF INFORMATION**

- (a) The public agency shall inform parents when personally identifiable information collected, maintained, or used under this part is no longer needed to provide educational services to the child.

## **STUDENT EDUCATION RECORDS cont'd.**

- (b) The information must be destroyed at the request of the parents. However, a permanent record of a student's name, address and phone number, his or her grades, attendance record, classes attended, grade level completed and year completed may be maintained without time limitation.

### **Comment:**

Under Section 300.573 the personally identifiable information on a handicapped child may be retained permanently unless the parents request that it be destroyed. Destruction of records is the best protection against improper and unauthorized disclosure. However, the records may be needed for other purposes. In informing parents about their rights under this section, the agency should remind them that the records may be needed by the child or the parents in order to qualify for future services or benefits. If the parents request that the information be destroyed, the agency may retain the information in paragraph (b).

**A portion of the Special Education Administrative Code Rules governing the treatment of student records is cited below:**

**R 340.1861** Records; maintenance; content; transfer of records; release of records.

### **Rule 161.**

- (1) Records shall be maintained by intermediate school districts pursuant to the provisions of section 1711 of Act No. 451 of the Public Acts of 1976, as amended, being S380.1711 of the Michigan Compiled Laws, for all handicapped persons up to 25 years of age as defined by R 340.1703 to R 340.1714, including those persons placed in state and privately operated facilities.
- (2) Each record for the handicapped person shall include, at a minimum, all of the following:
- (a) The name, date of birth, sex, and racial or ethnic group
  - (b) Type of handicap or handicaps
  - (c) Date of referral
  - (d) Services being rendered
  - (e) Date special education programs or services were initiated and terminated
  - (f) The name, address, and telephone number of the parent
  - (g) District of residence

Each record may include attendance, classes and grades attended, and grade level completed.

- (3) When the residency of a handicapped person changes from one intermediate school district to another, the intermediate school district of previous residence shall transfer the records maintained under this rule to the new intermediate school district upon written request of the intermediate school district of residency and the parent of the handicapped person for whom the record was maintained.

## **STUDENT EDUCATION RECORDS cont'd.**

- (4) An intermediate school district shall request written consent of the parent of each handicapped person, presently or hereinafter on its records, before providing any agency or entity approved by the state board of education with information on record with the district under subrule (2) of this rule. If consent is not obtained, the district shall release the requested information to the agency or entity approved by the state board of education, except for the name of the handicapped person and the name, address, and telephone number of the parent.

## **RETENTION PERIOD CLARIFICATION**

### **STUDENT EDUCATIONAL RECORDS**

#### **1. HIGH SCHOOL GRADUATION**

When a student withdraws from school prior to graduation, the retention period for those records to be maintained through high school graduation ends on the date the student would normally be expected to graduate.

#### **2. TRANSFER OF RECORDS**

When a student's educational records are transferred to another school district, the receiving school district becomes the custodian of the record.

#### **3. RETAIN IN ACCORDANCE WITH SCHOOL DISTRICT POLICIES AND PROCEDURES**

Information contained in these records may differ from one educational agency to another. Such information becomes part of the student's educational record based upon the policies and procedures established by the educational agency. This type of record data may be considered of temporary value, however, due to a variety of circumstances involving individual students, an educational agency may desire to maintain this data for an extended period of time.

For some students this information, if maintained, may be useful in assisting them in their personal, academic, and social development. For other students this information may be of temporary value and may, at a particular point in time, be judged as no longer relevant to the student's welfare and may be destroyed. Also, this type of information may be needed by an educational agency for legal reasons.

Due to the uniqueness of these educational records, educational agencies should establish their own record retention policies and procedures based upon the best interest of the students and the needs of the educational agency.



## STUDENT EDUCATION RECORDS

DESCRIPTION	RETENTION PERIOD LEA/ISD
<b>1. PUPIL'S LEGAL NAME/ANY OTHER NAME</b>	
Last name and the maiden name of a married female, first name middle name and any appendage such as Jr. or III.	99 years
<b>2. SEX</b>	99 years
<b>3. DATE OF BIRTH AND TYPE OF VERIFICATION</b>	99 years
<b>4. NAMES OF PARENTS/LEGAL GUARDIANS</b>	99 years
If the student is not residing with a parent or legal guardian, identify the responsible adult of domicile. If in a residential institution, the name of the superintendent and the institution should be entered under this heading.	
<b>5. COMPLETE ADDRESS OF RESIDENCE OF STUDENT</b>	99 years
<b>6. DATE OF ENTRY</b>	99 years
The day, month, and year the student first is present to receive instruction in a class, school, or school system.	
<b>7. DATE OF WITHDRAWAL</b>	99 years
The date of withdrawal from membership is the first day after the date of last attendance as defined in pupil accounting rules and regulations.	
<b>8. REASON FOR WITHDRAWAL</b>	99 years
<b>9. NAME AND ADDRESS OF SCHOOL AND SCHOOL SYSTEM FROM WHICH INCOMING STUDENT TRANSFERRED</b>	99 years
<b>10. NAME AND ADDRESS OF SCHOOL AND SCHOOL SYSTEM TO WHICH STUDENT TRANSFERRED</b>	99 years
<b>11. SUBJECTS TAKEN WITH APPLICABLE MARKS</b>	99 years
<b>12. I.E.P.s</b>	5 years
<b>13. GENERAL EDUCATION DEVELOPMENT TEST RESULTS (GED)</b>	99 years
Retained where taken. Includes name, address, age, official test results, and name and address of location where taken.	

## STUDENT EDUCATION RECORD

DESCRIPTION	RETENTION PERIOD LEA/ISD
14. <b>COPY OF OFFER OF EMPLOYMENT AND WORK PERMIT WITH DEPARTMENT OF LABOR APPROVED DEVIATION IF ANY</b>	99 years
15. <b>WORK/SCHOOL TRAINING AGREEMENTS/CONTRACTS</b>	99 years
16. <b>IMMUNIZATION RECORD</b>	High School Graduation
17. <b>PRESCHOOL VISION SCREENING TEST RECORD</b>	High School Graduation
18. <b>PRESCHOOL HEARING SCREENING TEST RECORD</b>	High School Graduation
19. <b>PHYSICAL, HEALTH, SENSORY AND RELATED CONDITIONS</b>	High School Graduation
20. <b>HONORS, AWARDS, ACHIEVEMENTS</b>	High School Graduation
21. <b>POSTSCHOOL PLANNING AND ACTIVITIES</b>	High School Graduation
22. <b>TEST RESULTS</b> - Projective and Nonprojective	High School Graduation
23. <b>SOCIAL DEVELOPMENTAL EVALUATIONS</b>  This would include data described in a social developmental evaluation report written by such school officials as social workers, psychologists, diagnosticians, or obtained from external agencies or private practitioners.	3 years
24. <b>TEACHER RECORDS OF STUDENT EVALUATION</b>  This includes those records of a teacher used for determining the final grades or academic performance of students, commonly referred to as the teacher's grade book.	3 years
25. <b>TEACHER ANECDOTAL RECORDS</b> policy/procedures	School district
26. <b>DISCIPLINARY REPORTS</b> policy/procedures	School district
27. <b>ATTENDANCE OFFICER FILES</b> policy/procedures	School district

## STUDENT EDUCATION RECORDS

DESCRIPTION	RETENTION PERIOD LEA/ISD
<b>28. RECORDS OF DISCLOSURE</b>  (1)     The parties who have requested or obtained personally identifiable information from the education records of the student, and  (2)     The legitimate interests these parties had in requesting or obtaining the information.	As long as the education records of a student to which they relate are maintained by an educational agency.

**CHAPTER III**  
**PUPIL ACCOUNTING RECORDS**  
**INTRODUCTION**

Pupil accounting records are those pupil and membership records required of school districts for the purpose of verifying their official membership reports.

Each school district is required to have documentation available which verifies that each student listed and membership accorded to the student meets the requirements of the state of Michigan Administrative Rules governing school district pupil accounting for distribution of state aid.

## PUPIL ACCOUNTING RECORDS

DESCRIPTION	RETENTION PERIOD LEA/ISD
<b>A . ALL STATE OF MICHIGAN DEPARTMENT OF EDUCATION MANDATED PUPIL ACCOUNTING REPORTS. EXAMPLES SUCH AS:</b> <ul style="list-style-type: none"> <li>(1) Form DS-4061 - Local District Summary: State Aid F.T.E. Count</li> <li>(2) Form IM-4203 - School Year Pupil Headcount Report</li> <li>(3) Form DS-4120 - Change of Membership as of Membership Count Date</li> <li>(4) Form DS-4168 - LEA &amp; ISD Summary: Report of Days and Clock Hours of Student Instruction</li> <li>(5) Form SM-4325 - Nonpublic School Membership Report</li> </ul>	<ul style="list-style-type: none"> <li>3 yrs</li> <li>3 yrs</li> <li>3 yrs</li> <li>3 yrs</li> <li>3 yrs</li> </ul>
<b>B . ALL ATTENDANCE AND MEMBERSHIP RECORDS VERIFYING EACH PUPIL'S MEMBERSHIP FOR YEAR CLAIMED AS OF THE MEMBERSHIP COUNT DATES:</b> <ul style="list-style-type: none"> <li>(1) Official membership roster or list (Building/Program Alpha List)</li> <li>(2) Student's name, address and birth date</li> <li>(3) Parent/guardian/custodian's name (if under 18 years of age) and address</li> <li>(4) School district of resident</li> <li>(5) Legal date of enrollment</li> <li>(6) Termination of enrollment</li> <li>(7) School of last enrollment</li> <li>(8) Current enrollment in another district or nonpublic school</li> <li>(9) Student's schedule as of count date</li> <li>(10) Count date absence list</li> <li>(11) Excused absence documentation for the official count dates</li> <li>(12) District attendance policy and excused absence policy</li> </ul>	<ul style="list-style-type: none"> <li>3 yrs</li> <li>3 yrs</li> <li>3 yrs</li> <li>3 yrs</li> <li>3 yrs</li> <li>3 yrs</li> <li>3 yrs</li> <li>3 yrs</li> <li>3 yrs</li> <li>3 yrs</li> <li>3 yrs</li> <li>3 yrs</li> </ul>

## PUPIL ACCOUNTING RECORDS

DESCRIPTION		RETENTION PERIOD LEA/ISD
(13)	Documentation for students on reduced schedule	3 yrs
(14)	Adds, transfers and droplist	3 yrs
(15)	IEP as of the official count date and the Annual Review	3 yrs
(16)	Special education worksheets (A, B and C Summary)	3 yrs
(17)	Teacher attendance records and district attendance recording system	3 yrs
(18)	List of approved classes for high school credit	3 yrs
(19)	Annual School Calendar(s) Calendars are to be on a district, building or grade level basis. They are used to verify compliance with the annual days/clock hours of instruction requirements.	3 yrs
(20)	Building Program Schedule:  All data is to be available to pupil accounting auditors for a period of three years. Refer annually to current pupil accounting rules and regulations for any additions or deletions.	3 yrs
(21)	List of locations where instruction is scheduled (Adult Education)	3 yrs
(22)	Requirements as stated in Section 107 of the State Aid Act of 1978	3 yrs
<b>C.</b>	<b>ISD PUPIL ACCOUNTING AUDIT REPORTS TO LEA AND MDE NARRATIVE REPORTS AND AUDITOR'S WORK-SHEETS</b>	3 yrs
<b>D.</b>	<b>SPECIAL EDUCATION (OTHER REPORTS)</b>	
(1)	Count of Special Education Students (SE-4568)	5 yrs
(2)	Title I - E.S.E.A. Program for the Handicapped Records	5 yrs
(3)	Regional Registry Response for Michigan Services Deaf-Blind Children	3 yrs
(4)	Federal Assistance for Education of the Handicapped under Public law 94-142, Grant Application Reports, etc. (SE-4625)	5 yrs
<b>E.</b>	<b>SCHOOL CENSUS DATA</b>	99 yrs - Contact State Archives before destroying

**CHAPTER IV**  
**MISCELLANEOUS INFORMATION & REFERENCES**

DESCRIPTION	RETENTION PERIOD LEA/ISD
<p><b>A. DISPOSAL OF ANY RECORDS NOT LISTED WITHIN THIS SCHEDULE</b></p> <p>Any record not contained on this list or not having a statutory retention period, may not be disposed of without submitting a list or schedule as required by Public Act 68 (2959) being Section 399.5 of the <i>Michigan Compiled Laws</i> (1970) and Public Act 147 (1964) being Section 750.491 of <i>Michigan Compiled Laws</i> (1970) to the Michigan Historical Center, Department of State, 717 W. Allegan, Lansing, MI 48918.</p> <p><b>B. RECORD RETENTION STATUTE (References)</b></p> <p>The following statutes relate to retention of public documents:</p> <p>399.5 Historical records; collection; preservation; copies as evidence; property of state; exceptions, inspection; disposal schedule</p> <p>399.10 Definitions</p> <p>750.491 Removal, mutilation, or destruction of public records, penalty</p> <p><b>C. MICROFILMING (References)</b></p> <p>In accordance to PA 116 of 1992, if a governmental entity of governmental official reproduces a record, the reproduction may be created using any of the following media subject to rules jointly promulgated by the department of Management and Budget and the Department of State: Photograph, photocopy, microcopy, and optical storage disc.</p> <p>Disposition of original documents or records under the provisions of the microfilm laws is subject to the provisions of PA 38 (1959) being section 399.5 of the Michigan Compiled Laws which requires submission of a Certified Retention and Disposal Schedule for review by the Department of State, Michigan Historical Center. - State Archives, and approval by the State Administrative Board. References include:</p>	<p>See Section 399.5 of the Michigan Compiled Laws of 1970</p>

## DISPOSAL OF RECORDS

DESCRIPTION	RETENTION PERIOD LEA/ISD
(1) Microfilm Handbook: Michigan Local Government.	
(2) Michigan Department of Management and Budget, Office Services Division: Microfilm Standards R 18.101 - R 18.113	
(3) Practice for Operational Procedures/Inspection and Quality Control of First Generation, Silver Gelatin Microfilm of Document.	

Other Michigan Laws relating to the use of Microfilm:

Compiled Laws Designation	Subject
(a) 54.213	Map requirements; acceptance, use.
(b) 600.2137	Photograph of public records, destruction of originals Microphotographs as evidence
(c) 600.2138	Files or recorded documents; standard of clarity, accuracy and permanency of copy or reproduction
(d) 691.1101	Public record; municipal court of record records; photograph destruction
(e) 691.1102	Register of Deeds; microphotographs; duplicates; display Equipment
(f) 691.1103	Photographs and microphotographs; admissibility in evidence
(g) 691.1111	Public records; photostatic standard
(h) 691.1112	Public records; certification of replacement of originals

Prior to microfilming records, local government agencies are encouraged to contact the State Archives for guidance. Please contact the following address for assistance.

State Archives of Michigan  
717 West Allegan  
Lansing, MI 48918-1837  
Telephone: 517-373-1408 (4)